

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion Authorizing the City Manager to Extend the Contract with Allbright Floor Care for Janitorial Services		
DEPARTMENT:	Administrative Services Department		
PRESENTED BY:	Patti Rader, Interim Administrative Services Director		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

Staff is requesting that City Council authorize the City Manager to execute a short term janitorial services contract extension with Allbright Floor Care (doing business as Pro Team Janitorial) in the amount of \$60,000. Pro Team Janitorial is currently under a short-term contract extension that will expire on March 31, 2015. A second short-term contract extension from April 1 through June 30, 2015 is being requested.

The extension allows staff sufficient time to work with the Washington State Department of Enterprise Services (DES) for janitorial services. DES administers a janitorial services program that pre-qualifies janitorial companies through a competitive bidding program. Municipal agencies, including Shoreline, are permitted to utilize this service for their janitorial services needs. When the selection process is complete, staff will bring this item back to Council with a recommendation for continuing janitorial services.

RESOURCE/FINANCIAL IMPACT:

The cost to extend the current janitorial services contract for three months with Allbright Floor Care is \$60,000. The 2015 Operating Budget includes funding to pay for these services.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a short-term contract extension with Allbright Floor Care (doing business as Pro Team Janitorial) in the amount of \$60,000 from April 1 through June 30, 2015.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The Administrative Services Department, Central Services Division oversees the management of janitorial services for all City of Shoreline facilities. The City has historically utilized private companies to perform this work as selected in accordance with the City's purchasing policies. Allbright Floor Care has been the janitorial service provider since 2009 after being initially selected through a Request for Proposal (RFP) process. The facilities that are included in Allbright Floor Care's contract include Shoreline City Hall, the Shoreline Swimming Pool, Spartan Recreation Center, Richmond Highlands Recreation Center, Shoreline Police Station and all of the City's park restrooms.

The primary contract for Allbright Floor Care began on January 1, 2011 and ran for one year with three additional one year term options for a total of four years (see Attachment A). These additional one year terms were optioned by the City with the last Council discussion occurring on December 9, 2013 to approve the final one year contract extension through the end of 2014.

The City Manager then approved an amendment to the contract, extending service for three additional months from January 1 to March 31, 2015 (Attachment B). This extension was to allow City staff time to conduct the selection process for a new service provider. However, the selection process will not be completed prior to the expiration of the current contract extension.

DISCUSSION

Since the existing contract was expiring, Central Services staff collaborated during 2014 with Parks and Recreation, Police and Public Works staff by soliciting their input to develop an updated scope of work for each facility that is serviced by janitorial services, including all labor, equipment and environmentally approved supplies.

Central Services Staff have also been in discussions with the Washington State Department of Enterprise Services (DES) as an option for contracting janitorial services. DES administers a janitorial services program that pre-qualifies janitorial companies. Municipal agencies, including Shoreline, are permitted to utilize this service for their janitorial services needs. The DES program provides the following features:

- Pre-qualification and reference scoring performed by DES
- Standardized Work Request Form
- Improved Request for Quote and Qualification Forms for Bidders
- Faster turn-around service for customers
- Use of environmental friendly cleaning products
- Minority & Women Business Enterprise Suppliers

Staff will continue to work with DES staff throughout this proposed extension time period to identify a preferred service provider for janitorial services. Staff will then bring this item back to Council with a recommendation for a new contract prior to the conclusion of this contract extension term.

This contract extension includes a cost increase of \$10,486.73 to the current contract and will bring the total cost of Amendment 5 to \$60,000.00. For additional information refer to Exhibit A. The City recommends this rate increase for the following reasons:

- The janitorial supplies are included in the monthly cost. Over the life of the contract (almost 5.5 years), there has been a substantial increase in the cost of the supplies.
- The City of Shoreline increased the requirements from the vendor starting in January 2015. These requirements have increased the overhead costs for the vendor. Additionally, the overhead rate for this contract has not increased throughout the life of the contract.
- If the City decided to temporarily contract with another vendor for the three months covered in this amendment, it is estimated that another vendor would charge a premium to take on this short-term contract. Also, there is a large staff time investment on the selection of a contractor and providing orientation to the new contractor.

For these reasons, the cost to change the contractor far outweighs the option of bringing in a temporary janitorial service provider.

RESOURCE/FINANCIAL IMPACT

The cost to extend the current janitorial services contract for three months with Allbright Floor Care is \$60,000. The 2015 Operating Budget includes funding to pay for these services.

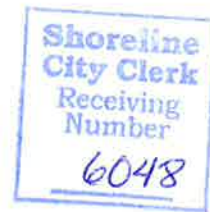
RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a short-term contract extension with Allbright Floor Care (doing business as Pro Team Janitorial) in the amount of \$60,000 from April 1 through June 30, 2015.

ATTACHMENTS

Attachment A – 2011 Contract with Allbright Floor Care
Attachment B – 2015 Contract Extension with Allbright Floor Care
Exhibit A – Allbright Floor Care Monthly Price List

**ATTACHMENT A
CONTRACT 6048**



Contract No. 6048

Brief Description: 2011 Janitorial Services for the City of Shoreline Facilities

**CITY OF SHORELINE
AGREEMENT FOR SERVICES**

This Agreement is entered into by and between the City of Shoreline, Washington, a municipal corporation hereinafter referred to as the "CITY," and All Bright Floor Care, Inc., dba Pro Team Janitorial, hereinafter referred to as the "CONTRACTOR."

WHEREAS, the City desires to retain the services of a Contractor to provide janitorial services for the City of Shoreline Facilities and

WHEREAS, the City has selected All Bright Floor Care, inc. dba Pro Team Janitorial to perform the above-mentioned services;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

1. Scope of Services to be Performed by the Contractor.

The Contractor shall perform the services outlined in Exhibit A. In performing these services, the Contractor shall at all times comply with all federal, state and local statutes, rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation.

- A.** Services will be paid at the rate set forth in Exhibit A, not to exceed a maximum of \$191,674.33, including all fees listed in Exhibit A and all equipment, supplies and materials necessary to perform the scope of services. **For any option term exercised by the City under paragraph 3, any price adjustment shall be determined as follows:**

Prevailing Wage Adjustments: The contract shall be updated to reflect the appropriate L&I prevailing wage rates that are in effect at the time of the contract extension.

Equipment, materials and supplies: Within 10 working days of an option term exercised by the City the contractor may request a price adjustment for pass through costs related to special or unanticipated market conditions. The contractor must provide written proof of the requested pass through cost increases.

Any increase in contract amount for wages, equipment, materials and supplies shall not exceed the percentage annual increase in the June Seattle-Bremerton All Urban Consumer Price Index and in no case will exceed 3.5%.

- B.** The City shall pay the Contractor for services rendered after receipt of a billing voucher in the form set forth on Exhibit B. NO PAYMENT WILL BE ISSUED WITHOUT A BILLING VOUCHER. Payments will be processed within 30 (thirty) days from receipt of billing voucher. The Contractor shall be paid for services

rendered but, in no case shall the total amount to be paid exceed the amount(s) noted in the Exhibit(s) and approved by the City. The Contractor shall complete and return a W-9 to the City prior to contract execution by the City. No payment will be issued without a Taxpayer Identification Number on file. Mail all billing vouchers to: the attention of the contract manager identified in Section 14, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905.

3. Term.

- A. The term of this Agreement shall commence January 1, 2011 and end at midnight on the 31 day of December, 2011. **The City shall have options to extend the contract for three additional one year terms, which may be exercised by providing written notice to the Contractor 60 days before the end of the calendar year.**

4. Termination.

- A. The City reserves the right to terminate this Agreement at any time, with or without cause by giving fourteen (14) days notice to Contractor in writing. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and reports, or other material prepared by the Contractor pursuant to this Agreement shall be submitted to the City.
- B. In the event this Agreement is terminated by the City, the Contractor shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the City from seeking any legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such charges due the City shall be deducted from the final payment due the Contractor. No payment shall be made by the City for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the City.
- C. The Contractor reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event outstanding invoices are not paid within 30 days.
- D. If the Contractor is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

5. Ownership of Documents.

- A. All documents, data, drawings, specifications, software applications and other products or materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Contractor are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Contractor harmless for such use. All or portions of materials, products and documents produced under this Agreement may be used by the Contractor upon confirmation from the City that they are subject to disclosure under the Public Disclosure Act.
- B. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City. Any information relating to the services will not be released without the written permission of the City.

- C. The Contractor shall preserve the confidentiality of all City documents and data accessed for use in Contractor's work product.

6. Independent Contractor Relationship.

- A. The contractor is retained by the City only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Contractor and the City during the period of the services shall be that of an independent contractor, not employee. The Contractor, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, the Contractor shall have no obligation to work any particular hours or particular schedule and shall retain the right to designate the means of performing the services covered by this Agreement, and the Contractor shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Contractor is to be paid by it alone, and that employing such workers, it is acting individually and not as an agent for the City.
- B. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to Contractor or any employee of the Contractor.

7. Hold Harmless.

- A. The Contractor shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees resulting from the negligent, gross negligent and/or intentional acts, errors or omissions of the Contractor, its agents or employees arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. City of Shoreline Business License.

- A. The awarded contractor will be required to obtain a City of Shoreline Business License prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. More information regarding requirements to register with the State of Washington Department of Revenue can be found on the web at:
<http://dor.wa.gov/content/doingbusiness/registermybusiness/default.aspx>

9. Insurance.

Contractor shall obtain insurance of the types described below during the term of this agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that

1) Contractor's insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of the Contractor's insurance (except for professional liability insurance); and 2) Contractor's insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.

- A. Professional Liability, Errors or Omissions insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit shall be provided if services delivered pursuant to their Contract involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.
- B. Commercial General Liability insurance covering premises, operations, independent contractors' liability and damages for personal injury and property damage with combined single limits not less than \$1,000,000. The City shall be named as an additional insured on this policy. The Agency shall submit to the City a copy of the insurance policy declaration page as evidence of insurance coverage acceptable to the City.
- C. Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Contractor use of motor vehicles.

10. Delays.

Contractor is not responsible for delays caused by factors beyond the Contractor's reasonable control. When such delays beyond the Contractor's reasonable control occur, the City agrees the Contractor is not responsible for damages, nor shall the Contractor be deemed to be in default of the Agreement.

11. Successors and Assigns.

Neither the City nor the Contractor shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

12. Nondiscrimination.

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or in the presence of any sensory, mental or physical handicap.

13. Notices.

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally, by registered or certified mail, return receipt requested,

by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

City Manager
City of Shoreline
17500 Midvale Avenue N
Shoreline, WA 98133-4905
(206) 801-2700

Contractor Name: Linda Allbright
Name of Firm: All Bright Floor Care Inc. dba
Pro Team Janitorial
Address: 24020 92nd Ave W
Address: Edmonds, WA 98020-6530
Phone Number: 425-778-0654

14. Governing Law and Venue.

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.

15. General Administration and Management.

The City's contract manager shall be (name and title): Phil Ramon, Fleet, Facilities and Property Management Supervisor.

16. Severability.

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

17. Entire Agreement.

This agreement contains the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this agreement.

This agreement is executed by

CITY OF SHORELINE

By: *Juli Lind*
Name: ~~Robert L Olander~~ *Jolie Underwood*
Title: City Manager *Acting City Manager*

Date: 12/16/10

Approved as to form:

By: *Ian Sievers*
Ian Sievers City Attorney

CONTRACTOR

By: *Linda Allbright*
Name: Linda Allbright
Title: Owner

Date: 11/30/10

Attachments: Exhibits A, B,

EXHIBIT A - 1

Compensation

The contract costs will not exceed the annual amount of \$191,674.33 to be invoiced monthly.

Police Administration; \$12,971.47

Police Community Store Fronts: \$1,943.70

Park Operations: \$109,345.30

Park Aquatics: \$21,023.36

Public Work Facilities: \$46,390.50

Exhibit A - 2

BUDGET CODING FOR JANITORIAL INVOICES		
Contract No. #6048 Mth/DD/2011 Invoice #		PO 100047
Program Name	Total Amount	Payment Amount for Month
City Hall	\$ 46,390.50	\$ 3,865.88
Subtotal	\$ 46,390.50	\$ 3,865.88
Police Administration	\$ 12,971.47	\$ 1,080.96
Eastside Storefront	\$ 1,048.70	\$ 87.39
Westside Storefront	\$ 895.00	\$ 74.58
Subtotal	\$ 14,915.17	\$ 1,242.93
Parks - Aquatics	\$ 21,023.36	\$ 1,751.95
Subtotal	\$ 21,023.36	\$ 1,751.95
Rec Center	\$ 6,720.23	\$ 560.02
Rec Center	\$ 5,778.00	\$ 481.50
Spartan Gym	\$ 43,032.55	\$ 3,586.05
Subtotal	\$ 55,530.78	\$ 4,627.57
Parks - Operations		
Twin Ponds Restroom	\$ 3,843.90	\$ 320.33
Hamlin Park Lower Restroom	\$ 3,843.90	\$ 320.33
Hamlin Park Upper Restroom	\$ 3,843.90	\$ 320.33
Shoreline Park Restroom	\$ 3,843.90	\$ 320.33
Echo Lake Park Restroom	\$ 3,843.90	\$ 320.33
Richmond Highlands Park Restroom	\$ 3,843.90	\$ 320.33
Hillwood Park Restroom	\$ 3,843.89	\$ 320.32
Richmond Beach SW Park Lower Restroom	\$ 3,843.89	\$ 320.32
Richmond Beach SW Park Upper Restroom	\$ 3,843.89	\$ 320.32
Paramount Park Restroom	\$ 3,843.89	\$ 320.32
Shoreview Park Upper Restroom	\$ 3,843.89	\$ 320.32
Shoreview Park Lower Restroom	\$ 3,843.89	\$ 320.32
Cromwell Park Restroom	\$ 3,843.89	\$ 320.32
Kayu Kayu Ac Park Restroom	\$ 3,843.89	\$ 320.32
Subtotal	\$ 53,814.52	\$ 4,484.54
Grand Total	\$ 191,674.33	\$ 15,972.86

Eastside Neighborhood Police Storefront

1,000 sq. ft
525 NE 165th St
Shoreline, WA 98155

Clean between 11 PM and before 6 AM

Frequency – 1 day per week –Sunday EXCEPT where otherwise noted.

1. Dust, wipe, spot clean and remove finger prints to include:
 - Tables
 - Handrails
 - Cobweb removal
 - Counters & sink areas
 - Doors (interior and exterior)
 - Low ledges
 - Interior walls and ceilings
 - Horizontal surfaces & moldings (within reach)
 - Cloth panels
 - Baseboard
 - File cabinets
 - Chairs (includes rungs, ledges & arms)
 - Vents/grills to (including ceiling vents)
 - Walls and ceilings
2. Clean kitchen to include:
 - Wiping kitchen sinks and fixtures
 - Reposition kitchen furniture in an orderly manner
 - Refill soap dispensers and paper product dispensers
 - Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators; inside refrigerator or coffee machines are NOT included)
 - Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution
3. Empty Garbage to include:
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Pick up loose debris from under tables and desks, etc.

4. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
5. Thoroughly vacuum all carpeted areas to include:
 - Corridors.
 - Rugs
 - Spot clean carpet when needed.
6. Clean resilient floors to include damp mop ceramic and vinyl floors.
 - Dry mop
 - Damp mop vinyl floors
 - Sweep within 10 feet of entrance
7. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
8. Reposition movable office furniture (chairs, tables, furniture with wheels or on rollers)
9. Clean all entry windows
10. Clean all entry, interior and exterior windows

Frequency – **2 times a year**, once in April and again in September
11. Shampoo carpet

Frequency – **2 times a year**, once in April and again in September
12. Dust blinds (both sides) and spot clean as necessary

Frequency – **4 times a year**. Once in January, April, July and October.
13. Strip and wax all floors
14. Frequency – as necessary and to be scheduled by Facilities personnel.

Echo Lake Park Restrooms

164 sq. ft
19915 Ashworth Ave N
Shoreline, WA 98133

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday,
Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Hillwood Park Restrooms
March – October Schedule
(closed November – February)

260 sq. ft.
18717 3rd Ave NW
Shoreline, WA 98177

Clean between 4 AM and before 8 AM

Frequency – 7 days per week – Sunday through Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Shoreline Jail and Police Station

5,480 sq ft
1206 N 185th St
Shoreline, WA 98133

Clean between 6 PM and before 6 AM

Frequency – 7 days per week – Sunday through Saturday EXCEPT where other wise noted

1. Dust, wipe, spot clean and remove finger prints to include:
 - Tables
 - Cobweb removal
 - Counters & sink areas
 - Doors (interior and exterior)
2. Dust, wipe, spot clean and remove finger prints to include:
 - Horizontal surfaces & moldings (within reach)
 - Cloth panels
 - Work station surfaces
 - File cabinets
 - Chairs (includes rungs, ledges & arms)
 - Window sills and blinds
 - Vents/grills to (including ceiling vents)
 - Walls and ceilings
3. Clean kitchen to include:
 - Wiping kitchen sinks and fixtures
 - Reposition kitchen furniture in an orderly manner
 - Refill soap dispensers and paper product dispensers
 - Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators; inside refrigerator or coffee machines are NOT included)
 - Clean outer surfaces of vending machines
 - Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution
 - Note: cleaning tools (sponges, brushes, etc) used in kitchen area shall be used only in the kitchen area and shall not be used in any other area of the building.
4. Empty Garbage to include:
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)

- Pick up loose debris from under tables and desks, etc.
5. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 6. Thoroughly vacuum all carpeted areas to include:
 - Corridors.
 - Rugs
 - Sweep all outside entrances, stairs, etc.
 - Spot clean carpet when needed.
 7. Clean resilient floors to include damp mop ceramic and vinyl floors.
 - Dry mop
 - Sweeps
 8. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
 9. Clean entryway and office windows.

Frequency – 1 day per week -Sunday

10. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
11. Reposition movable office furniture (chairs, tables, furniture with wheels or on rollers)
12. Clean all entry, interior and exterior windows

Frequency – 4 times a year, once in January, April, July and October.

13. Shampoo carpet

Frequency – 6 times a year, once in January, March, May, July, September and November.

14. Dust blinds (both sides) and spot clean as necessary

Frequency – 4 times a year. Once in January, April, July and October.

15. Strip and wax all floors

Frequency – as necessary and to be scheduled by Facilities personnel.

Jail Holding Cell

NOTE: All employees must have BPA (barrier protection attire).

Contractor will respond within 3 hours of a call to clean requested cells and/or areas.

Equipment and supplies will be purchased specifically for Jail Cell cleaning and will not be used for another site on campus. All cleaning equipment shall be maintained and stored in a manner that will not support growth and spread of pathogenic organisms. Mops and rags shall be disinfected in a soaking solution after each service day and replaced on a weekly basis. All equipment will be washed with a germicidal solution, rinsed and air dried.

1. Dust, wipe, spot clean and remove finger prints to include:

- Horizontal surfaces & moldings (within reach)
- Surfaces protruding from wall
- Window sills and blinds
- Vents/grills to (including ceiling vents)
- Walls and ceilings – use brush and wipe with cotton towels (the cotton mop used on high surfaces will be used in hard to reach locations and back areas on the underside of the bed racks)

2. Clean kitchen to include:

- Wiping kitchen sinks and fixtures
- Reposition kitchen furniture in an orderly manner
- Refill soap dispensers and paper product dispensers
- Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators; inside refrigerator or coffee machines are NOT included)
- Clean outer surfaces of vending machines

3. Empty Garbage to include:

- Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.

- Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Pick up loose debris from under tables and desks, etc.
 - Remove any large debris, body fluids or material and dispose of in the appropriate container based on type of waste.
4. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Wipe down and disinfect fixtures in Holding Cell area.
 - Remove all foreign objects from fountains.
 6. Clean resilient floors to include damp mop ceramic and vinyl floors.
 - Sweep
 - Wet mop – with Grade 1 bacterial disinfectant
 - Wash walls and ceilings - Spray ceiling and walls with bacterial disinfectant and allow to localize for 5 minutes. Wipe with cotton mop.
 7. Spray interior and exterior entry door surface (including food surface slot) with bacterial disinfectant and allow to localize for 5 minutes. Wipe with cotton cloth.
 8. Spray bed rack, shelves, hinges and underside surfaces of racking (all areas located on horizontal surface shall be cleaned/disinfected) with Grade 1 bacterial disinfectant and allow to localize for 5 minutes. Will all areas with cotton towels. Use cotton mop on high surfaces will be used in hard to reach locations and back area on the underside of the bed racking.
 9. Remove mattress from rack and place on the floor. Spray plastic covered mattress on all sides including edges of the corners and seams with Grade 1 bacterial and allow to localize for five minutes.
 10. Spray entire cell with disinfectant and exit cell.

Kayu Kayu Ac Park Restrooms

260 sq. ft

19911 Richmond Beach Dr. NW
Shoreline, WA 98155

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday,
Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Hamlin Park Lower Restrooms

435 sq. ft
16006 15th Ave NE
Shoreline, WA 98155

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday
November – February: 5 days per week – Sunday, Monday, Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Shoreview Park Lower Restrooms

515 sq. ft

900 NW Innis Arden Way

Shoreline, WA 98155

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday, Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

City Hall
66,179 sq. ft.
17500 Midvale Ave N
Shoreline, WA 98133

Clean between 6 PM and before 6 AM

Frequency – 5 days per week. Sunday through Thursday EXCEPT where otherwise noted.

First Floor (to include Council Chambers)

1. Dust, wipe, spot clean and remove finger prints to include:

- Tables
- Spot clean stairwell walls & hand rails
- Cobweb removal
- Doors (interior and exterior)
- Low ledges
- Interior walls

2. Dust, wipe, spot clean and remove finger prints to include:

- Horizontal surfaces & moldings (within reach)
- Pictures frames & Signage within reach
- File cabinets
- Chairs (includes rungs, ledges & arms)
- Window sills and blinds
- Vents/grills to (including ceiling vents)
- Clean supply/mailroom, stairway/hall area

Frequency – Sundays

3. Clean office kitchen to include:

- Wiping kitchen sinks and fixtures
- Reposition kitchen furniture in an orderly manner
- Clean counter and table tops
- Chairs (includes rungs, ledges & arms)
- Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators)
- Clean outside and fill all soap dispensers
- Clean outer surfaces of vending machines
- Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution

4. Empty Garbage to include:

- Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Pick up loose debris from under tables and desks, etc.
5. Remove waste paper from office recycling containers
- Frequency – Once per week**
6. Clean Restrooms and Locker Room Showers to include:
- Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
7. Thoroughly vacuum all Common Areas (black areas) carpet to include:
- Council Chambers, elevators, lobby
 - Corridors.
 - Rugs
 - Sweep all outside entrances, stairs, etc.
 - Spot clean carpet when needed.

8. Thoroughly vacuum office areas

Frequency - Once per week

9. Clean resilient floors to include damp mop ceramic and vinyl floors.
10. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
11. Clean entryway.
12. Dust workstation surfaces, file cabinets, tabletops, partition edges, walls, office windows etc. at least once per week.

Frequency – Sundays

Second Floor

1. Dust, wipe, spot clean and remove finger prints to include:

- Tables
- Spot clean stairwell walls & hand rails
- Cobweb removal
- Doors
- Low ledges
- Interior walls

2. Dust, wipe, spot clean and remove finger prints to include:

- Horizontal surfaces & moldings (within reach)
- Pictures frames & Signage within reach
- File cabinets
- Chairs (includes rungs, ledges & arms)
- Window sills and blinds
- Vents/grills to (including ceiling vents)
- Clean supply/mailroom, stairway/hall area

Frequency – Sundays

3. Clean office kitchen to include:

- Wiping kitchen sinks and fixtures
- Reposition kitchen furniture in an orderly manner
- Clean counter and table tops
- Chairs (includes rungs, ledges & arms)
- Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators)
- Clean outside and fill all soap dispensers
- Clean outer surfaces of vending machines
- Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution

4. Empty Garbage to include:

- Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
- Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
- Pick up loose debris from under tables and desks, etc.

5. Empty Garbage to include:

- Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
- Remove food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
- Pick up loose debris from under tables and desks, etc.

6. Remove waste paper from office recycling containers

Frequency – Once per week

7. Clean Restrooms to include:

- Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
- Plunge
- Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
- Fill all paper towel dispensers, toilet tissue holders and soap dispensers.

8. Thoroughly vacuum all Common Areas (black areas) carpet to include:

- Corridors.
- Rugs
- Sweep all outside entrances, stairs, etc.
- Spot clean carpet when needed.

9. Thoroughly vacuum office areas

Frequency - Once per week

10. Clean resilient floors to include damp mop ceramic and vinyl floors.

11. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.

12. Clean entryway.

Frequency – 3 days per week. Sunday, Tuesday and Thursday

13. Dust workstation surfaces, file cabinets, tabletops, partition edges, walls, office windows, etc. at lest once per week.

Frequency – Sundays

Third Floor – Conference Rooms

1. Dust, wipe, spot clean and remove finger prints to include:

- Tables
- Spot clean stairwell walls & hand rails
- Cobweb removal
- Doors
- Low ledges
- Interior walls

2. Dust, wipe, spot clean and remove finger prints to include:

- Horizontal surfaces & moldings (within reach)
- Pictures frames & Signage within reach
- File cabinets
- Chairs (includes rungs, ledges & arms)
- Window sills and blinds
- Vents/grills to (including ceiling vents)
- Clean supply/mailroom, stairway/hall area

Frequency – Sundays

3. Clean office kitchen to include:

- Wiping kitchen sinks and fixtures
- Reposition kitchen furniture in an orderly manner
- Clean counter and table tops
- Chairs (includes rungs, ledges & arms)
- Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators)
- Clean outside and fill all soap dispensers
- Clean outer surfaces of vending machines
- Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution

4. Empty Garbage to include:

- Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
- Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
- Pick up loose debris from under tables and desks, etc.

5. Remove waste paper from office recycling containers

Frequency – Once per week

6. Clean Restrooms to include:

- Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
- Plunge
- Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
- Fill all paper towel dispensers, toilet tissue holders and soap dispensers.

7. Thoroughly vacuum all Common Areas (black area) carpet to include:

- Corridors.
- Rugs
- Sweep all outside entrances, stairs, etc.
- Spot clean carpet when needed.

8. Thoroughly vacuum office areas

Frequency - Once per week

9. Clean resilient floors to include damp mop ceramic and vinyl floors.

10. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.

11. Clean entryway.

Frequency – 3 days per week. Sunday, Tuesday and Thursday

12. Dust workstation surfaces, file cabinets, tabletops, partition edges, walls, office windows, etc. at least once per week.

Frequency – Sundays

Forth Floor

1. Dust, wipe, spot clean and remove finger prints to include:

- Tables
- Spot clean stairwell walls & hand rails
- Cobweb removal
- Doors
- Low ledges
- Interior walls

2. Dust, wipe, spot clean and remove finger prints to include:

- Horizontal surfaces & moldings (within reach)
- Pictures frames & Signage within reach
- File cabinets
- Chairs (includes rungs, ledges & arms)
- Window sills and blinds
- Vents/grills to (including ceiling vents)
- Clean supply/mailroom, stairway/hall area

Frequency – Sundays

3. Clean office kitchen to include:

- Wiping kitchen sinks and fixtures
- Reposition kitchen furniture in an orderly manner
- Clean counter and table tops
- Chairs (includes rungs, ledges & arms)
- Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators)
- Clean outside and fill all soap dispensers
- Clean outer surfaces of vending machines
- Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution

4. Empty Garbage to include:

- Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
- Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
- Pick up loose debris from under tables and desks, etc.

5. Remove waste paper from office recycling containers

Frequency – Once per week

6. Clean Restrooms to include:

- Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
- Plunge
- Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
- Fill all paper towel dispensers, toilet tissue holders and soap dispensers.

7. Thoroughly vacuum all Common Areas (black area) carpet to include:

- Corridors.
- Rugs
- Sweep all outside entrances, stairs, etc.
- Spot clean carpet when needed.

8. Thoroughly vacuum office areas

Frequency - Once per week

9. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.

10. Clean entryway.

11. Dust workstation surfaces, file cabinets, tabletops, partition edges, walls, office windows, etc. at least once per week.

Frequency – Sundays

EXTRAS

1. Clean lobby and corridor and Council Chamber windows 4 times a year in March, June, September and December.
2. Clean all other interior windows 2 times a year in April and September.
3. Semi-annual cleaning twice a year in April and September
 - Shampoo carpets
 - Dust blinds (both sides); spot clean as necessary
 - Strip and wax all tile floors (TBD – Facilities to work with janitorial services)
 - Clean supply/mailroom area

Paramount Park Restrooms

525 sq. ft
835 NE 155th ST
Shoreline, WA 98155

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday, Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Richmond Beach Saltwater Park Lower Restrooms

505 sq. ft.
202 NW 190th St
Shoreline, WA 98177

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday
November – February: 5 days per week – Sunday, Monday, Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Richmond Beach Saltwater Park Upper Restrooms

505 sq. ft.
202 NW 190th St
Shoreline, WA 98177

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday,
Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Richmond Highlands Park Restrooms

16544 Fremont Ave N
Shoreline, WA 98133

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday,
Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - a. Cobweb removal
 - b. Doors (interior and exterior)
 - c. Interior walls
2. Empty Garbage to include:
 - a. Empty garbage cans once they are half-full or sooner if unpleasant odor
 - b. Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - c. Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - d. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - e. Pick up loose debris from under tables and desks, etc.
 - f. Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - a. Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - b. Plunge
 - c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - d. Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - e. Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - a. Sweep (floors before mopping)
 - b. Damp mop
 - c. Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - a. Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobweb.

Richmond Highlands Recreation Center

6,650 sq, ft
16544 Fremont Ave N
Shoreline, WA 98133

Clean between 11 PM and before 6 AM

Frequency – 7 days per week. Sunday through Saturday EXCEPT where otherwise noted

1. Dust, wipe, spot clean and remove finger prints to include:

- Tables
- Spot clean interior walls
- Cobweb removal
- Doors (interior and exterior)
- Low ledges
- Horizontal surfaces and moldings

2. Dust, wipe, spot clean and remove finger prints to include:

- Horizontal surfaces & moldings (within reach)
- Baseboards
- Vents/grills to (including ceiling vents)
- Vacuum and wipe baseboards

Frequency – 12 times a year/once a month (first Sunday)

3. Clean kitchen to include:

- Wiping kitchen sinks, splashguard areas around the sink and fixtures
- Reposition kitchen furniture in an orderly manner
- Clean counter and table tops
- Chairs (includes rungs, ledges & arms)
- Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators)
- Clean outside and fill all soap dispensers and paper product dispensers
- Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution

4. Clean kitchen stove:

Frequency – 12 times per year/once a month

5. Empty Garbage to include:

- Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Pick up loose debris from under tables and desks, etc.
6. Clean Restrooms and Locker Room Showers to include:
- Use LEED disinfectant to clean toilets, sinks and floors
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
7. Thoroughly vacuum all carpeted areas to include:
- Corridors.
 - Rugs
 - Sweep all outside entrances, stairs, etc.
 - Spot clean carpet when needed.
8. Clean resilient floors to include damp mop ceramic and vinyl floors.
- Dry mop
 - Sweep
 - Wet mop (once per week on Sunday)
 - Wax-strip & re-seal resilient floors (as necessary-City will schedule)
9. Strip and wax all floors
- Frequency** – as necessary and to be scheduled by Facilities personnel.
10. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
11. Clean entryway and office windows.
12. Dust workstation surfaces, file cabinets, tabletops, partition edges, walls, etc. at least once per week.
- Frequency – Sundays**
13. Sweep within 10 feet of each entrance and remove trash from outside trash cans.

Shoreline Park Restrooms

500 sq. ft.
1st Ave NE & 190th St
Shoreline, WA 98155

Clean between 4 AM and before 8 AM

Frequency – **March – October:** 7 days per week – Sunday through Saturday
November – February: 5 days per week – Sunday, Monday, Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping

5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Shoreline Pool
15,375 sq. ft
19030 1st Ave NE
Shoreline, WA 98155

Clean between 11 PM and before 6 AM

Frequency – 7 days per week – Sunday through Saturday EXCEPT as otherwise noted

1. Dust, wipe, spot clean and remove finger prints to include:

- Tables
- Spot clean stairwell walls & hand rails
- Cobweb removal
- Low ledges
- Horizontal surfaces & moldings
- Baseboards
- Balcony ledge
- File cabinets
- Window sill and blinds
- Vents/grilles to (including ceiling vents)
- Clean supply/mailroom, stairway/hall area

2. Clean upstairs conference room to include:

- Reposition furniture in an orderly manner
- Clean counter and table tops
- Refill soap dispensers and paper product dispensers
- Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators; inside refrigerator or coffee machines are NOT included)
- Clean outer surfaces of vending machines
- Note: cleaning tools (sponges, brushes, etc) used in kitchen area shall be used only in the kitchen area and shall not be used in any other area of the building.

Frequency – 3 days per week – Sunday, Tuesday and Friday

3. Clean kitchen to include:

- Wiping kitchen sinks and fixtures
- Reposition kitchen furniture in an orderly manner
- Clean counter and table tops
- Refill soap dispensers and paper product dispensers
- Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators; inside refrigerator or coffee machines are NOT included)
- Clean outer surfaces of vending machines

- Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution
4. Empty Garbage to include:
- Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Pick up loose debris from under tables and desks, etc.
5. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
- Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
 - Use disinfectant cleaner and clean entire locker room floor, shower floor and shower walls.
 - Squeegee excess water from floors and wall.
 - Remove hair and other items at all traps, around shower trees, benches and changing areas.
 - Clean mirrors, wipe down front of lockers, wipe horizontal surfaces
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
6. Thoroughly vacuum all carpeted areas to include:
- Corridors.
 - Rugs
 - Sweep all outside entrances, stairs, etc.
 - Spot clean carpet when needed.
7. Clean resilient floors to include damp mop ceramic and vinyl floors. DO NOT use any equipment in the locker rooms or the upstairs training room that can damage the floor material at the corners.
- Dry mop
 - Sweep floors prior to mopping
 - Damp mop
8. Scrub the floors of men's and women's locker rooms, lobby, office, hallway, on-deck-handicap shower, unisex bathroom and break room

Frequency – six times a year, once in January, March, May, July, September and November

9. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains
 - Clean stall walls, locker room walls and locker doors
10. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
11. Clean pool deck with the water wand broom.
 - Move dirty water away from the call (under the bleachers) to the drains without allowing any water to drain into the pool.
 - Pick up hair and other debris

Frequency – six times a year, once in January, March, May, July, September and November

12. Clean entryway and auditorium windows.

Frequency – two time a year, once in April and then September

13. Clean all interior and exterior windows.

Frequency – two time a year, once in April and then September

14. Shampoo carpets.

Frequency – two time a year, once in April and then September

Spartan Recreation Center

25,000 sq. ft.
18560 1st Ave NE
Shoreline, WA 98155

Clean between 11 PM and before 6 AM

Frequency – 7 days a week –Sunday through Saturday EXCEPT where otherwise noted.

1. Dust, wipe, spot clean and remove finger prints to include:

- Tables
- Cobweb removal
- Front lobby counter tops and class room counter tops
- Doors (interior and exterior)
- Low ledges
- Interior walls
- Lobby furniture
- Reposition movable office furniture (chairs, tables, furniture with wheels or on rollers) in class rooms, lobby and hallway

2. Clean:

- Vents/grills to (including ceiling vents)

Frequency – 6 times per year, once in January, March, May, July, September and November.

3. Clean kitchen to include:

- Wet mop floor
- Wiping kitchen sinks and fixtures
- Clean counter
- Refill soap dispensers and paper product dispensers
- Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators; inside refrigerator or coffee machines are NOT included)
- Clean outer surfaces of vending machines
- Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution
- Note: cleaning tools (sponges, brushes, etc) used in kitchen area shall be used only in the kitchen area and shall not be used in any other area of the building.

Frequency – 3 days per week –Sunday, Tuesday and Thursday

4. Empty Garbage to include:

- Empty all trash cans (except recycle containers) provide /replace trash can liners – replace also when they become stained, soiled or torn.
- Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
- Pick up loose debris from under tables and desks, etc.

- Take garbage to outside dumpster
5. Clean Restrooms and Locker Rooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Wash and disinfect showers in locker room
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Sweep floors and use disinfectant cleaner on floors and diaper changing tables.
 6. Thoroughly vacuum all carpeted areas to include:
 - Corridors, weight training/conditioning room and hallways.
 - Rugs
 - Sweep all outside entrances, stairs, etc.
 - Spot clean carpet when needed.
 7. Clean resilient floors to include floors in Kitchen, Lobby, Gymnasium*, Gymnastics, Cascade and Olympic rooms:
 - Wet mop
 - Sweep floors
 - Damp mop *gymnasium only once a week on Sunday
 8. Strip, wax and buff all floors
 - Lobby, Weight Room Entry, Hallways, Cascade Room and Olympic Room

Frequency – four (4) times a year in January, April, June and September
 9. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
 10. Clean entryway, office and weigh room windows.
 11. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
 12. Clean entry, interior and exterior windows

Frequency – 2 times per year, once in April and once in September
 13. Shampoo Carpet and Scrub and Polish Thresholds

Frequency – 4 times per year, once in March, June, September and December
 14. Scrub, wax and buff all tiled floors

Frequency – 4 times per year, once in March, June, September and December

15. Edge vacuum all carpeted surfaces

Frequency – 12 times per year/once a month

16. Wipe down weight room equipment

Frequency – 2 times per week on Sunday and Wednesday

17. Clean mirror in dance room and gymnastic room.

Frequency – 2 times per week on Sunday and Wednesday OR as needed.

Twin Ponds Park Restrooms

380 sq. ft
15401 1st Ave NE
Shoreline, WA 98155

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday, Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners – replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping
5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.

6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Hamlin Park Upper Restrooms

435 sq. ft
16006 15th Ave NE
Shoreline, WA 98155

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday, Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners – replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping
5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.

6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Shoreview Park Upper Restrooms

515 sq. ft

900 NW Innis Arden Way

Shoreline, WA 98155

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday, Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners –replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - a. Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping
5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.

6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

Westside Neighborhood Police Storefront

610 sq. ft
624 NW Richmond Beach Rd
Shoreline, WA 98177

Clean between 11 PM and before 6 AM

Frequency – 1 day per week –Sunday EXCEPT as otherwise noted

1. Dust, wipe, spot clean and remove finger prints to include:
 - Tables
 - Handrails
 - Cobweb removal
 - Counters & sink areas
 - Doors (interior and exterior)
 - Low ledges
 - Interior walls and ceilings
 - Horizontal surfaces & moldings (within reach)
 - Cloth panels
 - Baseboard
 - File cabinets
 - Chairs (includes rungs, ledges & arms)
 - Vents/grills to (including ceiling vents)
 - Walls and ceilings
2. Clean kitchen to include:
 - Wiping kitchen sinks and fixtures
 - Reposition kitchen furniture in an orderly manner
 - Refill soap dispensers and paper product dispensers
 - Clean surfaces of cabinets, appliances (i.e. microwave, refrigerators; inside refrigerator or coffee machines are NOT included)
 - Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen areas as a safety precaution
3. Empty Garbage to include:
 - Empty all trash cans (except recycle containers) provide /replace trash can liners – replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Pick up loose debris from under tables and desks, etc.
4. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.

- Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
5. Thoroughly vacuum all carpeted areas to include:
 - Corridors.
 - Rugs
 - Spot clean carpet when needed.
 6. Clean resilient floors to include damp mop ceramic and vinyl floors.
 - Dry mop
 - Damp mop vinyl floors
 - Sweep within 10 feet of entrance
 7. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.
 8. Reposition movable office furniture (chairs, tables, furniture with wheels or on rollers)
 9. Clean all entry windows
 10. Clean all entry, interior and exterior windows
- Frequency – 2 times a year**, once in April and again in September
11. Shampoo carpet
- Frequency – 2 times a year**, once in April and again in September
12. Dust blinds (both sides) and spot clean as necessary
- Frequency – 4 times a year**. Once in January, April, July and October.
13. Strip and wax all floors
- Frequency – as necessary** and to be scheduled by Facilities personnel.

Cromwell Park Restrooms

220 sq. ft

18035 Meridian Ave N

Shoreline, WA 98155

Clean between 4 AM and before 8 AM

Frequency – March – October: 7 days per week – Sunday through Saturday

November – February: 5 days per week – Sunday, Monday, Wednesday, Friday and Saturday

1. Dust, wipe, spot clean and remove finger prints to include:
 - Cobweb removal
 - Doors (interior and exterior)
 - Interior walls
2. Empty Garbage to include:
 - Empty garbage cans once they are half-full or sooner if unpleasant odor
 - Empty all trash cans (except recycle containers) provide /replace trash can liners – replace also when they become stained, soiled or torn.
 - Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg containers (trash/recycle)
 - Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Park Maintenance Yard
 - Pick up loose debris from under tables and desks, etc.
 - Verify restroom is free of graffiti and garbage cans are free of dents and graffiti
3. Clean Restrooms to include (Use LEED disinfectant to clean toilets, sinks and floor):
 - Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. Use Quat 3 cleaner at a rate prescribed by the manufacturer
 - Plunge
 - Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.
 - Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
 - Remove all foreign objects from toilets and sinks.
4. Clean resilient floors to include damp mop ceramic and vinyl floors, and gymnasium floor:
 - Sweep (floors before mopping)
 - Damp mop
 - Squeegee floors dry after mopping
5. Clean, chrome fixtures to include drinking fountains & elevators with LEED cleaner.
 - Remove all foreign objects from fountains.

6. Sweep within 10 feet of each entrance and remove trash from outside trash cans.
7. Clean all interior windows (ceiling window)
8. Clean out “chase area” (mechanical room) **once per month**; includes sweeping, mopping and removing cobwebs.

**EXHIBIT B
CITY OF SHORELINE
BILLING VOUCHER**

17500 Midvale AVE N, Shoreline, WA 98133-4905 ∪ (206) 801-2700 ∪ Fax (206) 546-7870

Contract No. 6048

Firm Name: All Bright Floor Care dba Pro Team Janitorial

Mailing Address: 24020 92nd Ave W, Edmonds, WA 98020-6530

Invoice No.: _____

Invoice Date: _____

Amount of Invoice: \$ _____

Contract Expiration Date: 12/31/2010 Current Invoice Period: _____

Description of services performed this period, attach a separate sheet if necessary (if applicable, submit a separate voucher for each program which is funded by your City of Shoreline contract):

BUDGET SUMMARY:

Total Contract Amount (including amendments)	<u>\$191,674.33</u>
Previously Billed	\$ _____
Current Invoice Request	\$ _____
Total Payments Requested to date	\$ _____
Contract Balance Remaining	\$ _____

Payments will be processed within thirty (30) days from receipt of approved billing voucher.

Consultant Signature

For Department Use Only

Approved for Payment:

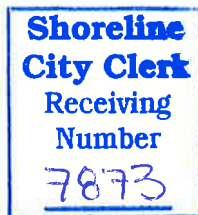
City of Shoreline

Date:



ATTACHMENT A
Contract Amendment 7873

Amendment No.7873



FOURTH AMENDMENT TO CONTRACT FOR SERVICES
(ORIGINAL CONTRACT NUMBER:6048)

Whereas an agreement was entered into by and between the City of Shoreline, Washington, and All Bright Floor Care dba Pro Team Janitorial on December 16, 2010 and amended on December 21, 2011, December 20, 2012 and again on December 30, 2013 (collectively, the "Agreement");, and

Whereas the parties desire to amend said Agreement once again in order to reflect a change of circumstances, to wit: Amend the Agreement to expand the level of janitorial services, extend the term of the contract, and require a performance bond.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Existing Agreement Amended:** The City and All Bright Janitorial dba Pro Team Janitorial entered into an Agreement on December 16, 2010 identified as: 2011 Janitorial Services for the City of Shoreline. This Agreement was previously amended three times. As noted above, the 2011 Janitorial Services agreement and its amendment are collectively referred to as the "Agreement".
2. **Amendment to Existing Agreement:** The Agreement is amended in the following respect(s):
 - A. Include park restroom janitorial services during the month of November 2014, on Tuesdays and Thursdays only.
 - B. Extend the contract term for an additional three (3) months, terminating on March 31, 2015 ("Extension Term"), unless terminated by the City as provided in Section 4 of the 2011 Janitorial Services agreement.
 - C. Increase the Agreement amount by an amount not to exceed \$16,504.42 per month for the Extension Term, for a total increase in the Agreement amount not to exceed \$49,513.27, as shown on Exhibit A.
 - D. All Bright Floor Care shall provide a performance bond equal to 100 percent (100%) of the extended Agreement amount prior to execution or fifty percent (50%) retainage.
3. **Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing Agreement continue in full force and effect.

EXECUTED, this the 31st day of December, 2014.

CITY OF SHORELINE

Name: Debbie Tarry
 Title: City Manager

ALL BRIGHT FLOOR CARE dba PRO TEAM JANITORIAL

Name:
 Title:

Exhibit A

BUDGET CODING FOR JANITORIAL INVOICES						
Shoreline Accounts Projected for 2015						
Program Name	GL Coding	JL Coding	Total Amount	Payment Amount for Month	2015 Monthly Increase	2015 Monthly Total
City Hall	1612300-5410	OP900100	\$ 48,877.50	\$ 4,073.13	\$ 138.47	\$ 4,211.60
Subtotal			\$ 48,877.50	\$ 4,073.13	\$ 138.47	\$ 4,211.60
Police Administration	2005031-5410	OP900300	\$ 13,265.92	\$ 1,105.49	\$ 37.59	\$ 1,143.08
Subtotal			\$ 13,265.92	\$ 1,105.49	\$ 37.59	\$ 1,143.08
Parks - Aquatics	2410039-5410	OP900600	\$ 21,500.59	\$ 1,791.72	\$ 60.91	\$ 1,852.63
Subtotal			\$ 21,500.59	\$ 1,791.72	\$ 60.91	\$ 1,852.63
Rec Center	2410057-5410	OP903200	\$ 6,872.78	\$ 572.73	\$ 19.47	\$ 592.20
Rec Center	2410041-5410	OP903200	\$ 5,909.15	\$ 492.43	\$ 16.74	\$ 509.17
Spartan Gym	2410041-5410	OP904200	\$ 44,009.39	\$ 3,667.45	\$ 124.68	\$ 3,792.13
Subtotal			\$ 56,791.33	\$ 4,732.61	\$ 160.89	\$ 4,893.50
Parks - Operations						
Twin Ponds Restroom	2409038-5410	OP904100	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Hamlin Park Lower Restroom	2409038-5410001	OP901300	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Hamlin Park Upper Restroom	2409038-5410001	OP901400	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Shoreline Park Restroom	2409038-5410001	OP903700	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Echo Lake Park Restroom	2409038-5410001	OP901100	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Richmond Highlands Park Restroom	2409038-5410001	OP903300	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Hillwood Park Restroom	2409038-5410001	OP901600	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Richmond Beach SW Park Upper Restroom	2409038-5410001	OP902700	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Richmond Beach SW Park Lower Restroom	2409038-5410001	OP902800	\$ 3,931.25	\$ -	\$ -	\$ -
Paramount Park Restroom	2409038-5410001	OP902300	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Shoreview Park Upper Restroom	2409038-5410001	OP903900	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Shoreview Park Lower Restroom	2409038-5410001	OP904000	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Kayu Kayu Ac Park Restroom	2409038-5410001	OP905700	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Cromwell Park	2410057-5410001	OP900700	\$ 3,931.25	\$ 327.60	\$ 11.14	\$ 338.74
Subtotal			\$ 55,037.37	\$ 4,258.80	\$ 144.82	\$ 4,403.62
Grand Total			\$ 195,472.71	\$ 15,961.74	\$ 542.68	\$ 16,504.42

Allbright Floor Care Amendment 5, Exhibit A

Program Name	Current 2015 Monthly Total	Requested Amendment 5
City Hall	\$ 4,211.60	\$ 5,096.03
Police Administration	\$ 1,143.08	\$ 1,383.13
Parks - Aquatics	\$ 1,852.63	\$ 2,241.68
Rec Center	\$ 1,101.37	\$ 1,332.65
Spartan Gym	\$ 3,792.13	\$ 4,588.47
Parks - Operations 14 Restrooms	\$ 4,403.62	\$ 5,358.04
Monthly Total	\$ 16,504.42	\$ 20,000.00
Amendment 5 Total (April 1 - June 30, 2015)	\$ 49,513.27	\$ 60,000.00